

EDITED KSAPC LISTING

CLASSIFICATION: CONSTRUCTION SUPERVISOR I, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of materials used in the construction of wood, steel frame, masonry and concrete buildings in order to facilitate procurement and construction of assigned projects.
K2.	Working knowledge of methods used in the construction of wood, steel frame, masonry and concrete buildings in order to comply with construction codes/standards on assigned projects.
K3.	Working knowledge of processes used in the construction of wood, steel frame, masonry and concrete buildings in order to comply with construction codes/standards on assigned projects.
K4.	General knowledge of duties performed by various building and mechanical trades (i.e., carpentry, plumbing, electrical, etc.) in order facilitate construction of assigned projects.
K5.	General knowledge of the Uniform Building Code applicable to building construction in order to comply with codes/standards on assigned projects.
K6.	Comprehensive knowledge of Title 8 and Cal-Osha regulations applicable to building construction in order to maintain a safe working environment.
K7.	Working knowledge of the methods of proportioning concrete aggregates in order to provide required design mix.
K8.	General knowledge of concrete mixes to ensure compliance with plans and specifications.
K9.	Comprehensive knowledge of proper methods of mixing, placing and curing concrete in order to supervise state staff, casuals (skilled trades person) and inmates/youthful offenders on assigned projects.
K10.	Comprehensive knowledge of mortar and grout mixes for proper application per plans and specifications.
K11.	Working knowledge of methods of steel frame erection, reinforced concrete construction, forms and shoring in order to safely and correctly complete construction projects according to plans and specifications.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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Knowledge of:	
K12.	General knowledge of soils and soil compacting techniques to ensure adherence to specifications.
K13.	Working knowledge of structural engineering designs to assist in facilitating construction of assigned projects.
K14.	Comprehensive knowledge of major construction tasks (i.e., painting, plumbing, mechanical, electrical, etc.) in order to provide oversight on assigned construction projects.
K15.	General knowledge of state rules and regulations governing the purchase of construction materials in order to facilitate procurement.
K16.	Working knowledge of contract bidding to ensure compliance with state rules/regulations.
K17.	Basic knowledge of the principles of supervision in order to supervise personnel effectively.
K18.	Basic knowledge of the principles and practices of administration in order to maintain a professional work environment.
K19.	Working knowledge of the principles and practices of organization in order to maintain an efficient work environment.
K20.	Comprehensive knowledge of the principles and practices of budget to ensure that projects are completed within allotted funds.
K21.	General knowledge of the Equal Employment Opportunity Program objectives to ensure the compliance of a discrimination free workplace.
K22.	General knowledge of a supervisor's role in the Equal Employment Opportunity Program and the process available to meet equal employment opportunity program objectives
K23.	Comprehensive knowledge of project management (i.e., cost analysis, estimating, scheduling, and projection methods, etc.) procedures and techniques in order to manage construction projects.
K24.	General knowledge of math in order to calculate material quantities for estimating and purchasing purposes.

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<i>Knowledge of:</i>	
K25.	General knowledge of personal computers and related software programs (e.g., Microsoft Project, Excel, etc.) in order to effectively produce schedules, status reports, estimates, budgeting documents, accounting records, etc..
K26.	General knowledge of the Department of Motor Vehicles rules/regulations as it pertains to the transportation of materials, tools, and equipment to comply with state laws/regulations.

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Ability to:	
A1.	Read architectural plans and drawings to effectively oversee the completion of assigned projects.
A2.	Interpret architectural plans and drawings to effectively oversee the completion of assigned projects.
A3.	Accurately calculate material quantities for estimating and purchasing purposes.
A4.	Detect deviations from plans and specifications by inspection in order to comply with scope of project.
A5.	Safely operate a motor vehicle for transporting materials, tools, equipment, and personnel.
A6.	Supervise the work of others to accomplish construction projects within budget and schedule.
A7.	Direct the work of others to accomplish construction projects within budget and schedule.
A8.	Evaluate the work of others to accomplish construction projects within budget and schedule.
A9.	Plan the work of others to accomplish construction projects within budget and schedule.
A10.	Organize the work of others to accomplish construction projects within budget and schedule.
A11.	Prepare correspondence and write clear and comprehensive reports to effectively communicate project status and issues.
A12.	Establish professional relationships with representatives of governmental agencies and Institution staff to gain cooperation with the completion of assigned projects
A13.	Maintain professional relationships with representatives of governmental agencies and Institution staff to gain cooperation with the completion of assigned projects
A14.	Relate to the concerns of the adult offenders to minimize workplace disruption.

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Ability to:	
A15.	Effectively contribute to the Equal Employment Opportunity Program objectives in order to ensure a discrimination free work environment.
A16.	Inspect the work of contractors in order to ensure compliance with contract documents.
A17.	Evaluate the work of contractors in order to ensure compliance with contract documents.
A18.	Organize accurate project records in order to reference/access information and provide reports.
A19.	Maintain accurate project records in order to reference/access information and provide reports.
A20.	Operate computer and office equipment to maintain accurate records, generate correspondence and reports, etc.

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KSAPC Statements	
<i>Skill to:</i>	
S1.	Safely maneuver about and around construction environments (i.e., uneven ground, trenches, rebar, etc.) in order to supervise/inspect construction activities.
S2.	Climb to perform inspection duties at project sites.
S3.	Stand for long periods of time in order to closely supervise construction activities.
S4.	Lift and handle construction materials/tools/plans (light to heavy) to facilitate production.

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Personal Characteristics:	
PC1.	Willingness to travel as program needs dictate.
PC2.	Provide leadership with tact and patience
PC3.	Must be able to perform during stressful (physical, mental, and emotional) situations encountered on the job.
PC4.	Keenness of observation and physical stamina.
PC5.	Interest in providing meaningful and productive work experience/training for inmates/youthful offenders.